



EGAS MONIZ SCHOOL
of HEALTH & SCIENCE

MOBILIDADEnet

Application Guide for Incoming Students



Cofinanciado pela
União Europeia

MOBILIDADEnet

um mundo  de ensino

- home
- institution
- study plans
- contacts

- out
- in
- myM



Student Study

- Outgoing
- Incoming

Student Training

- Outgoing
- Incoming

Staff Teaching

- Outgoing
- Incoming

Staff Non Teaching

- Outgoing
- Incoming

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STEP 1- Login

1. On the main page, click on the upper left corner button to change the language into **English (EN)**
2. Click on "**Login**", select "**IN**" and insert the credentials that you received by email.
3. Accept the RGPD policy
4. Go to "**my mobility process**"
5. Click on "**Begin new process**" to start your application
6. Fill in the fields according to the examples in this Guide (see prints on the next page)
7. All fields marked with * are mandatory (the application will not be considered without all those fields correctly filled in)
8. For information about ISCED Codes see page 9



Autenticação

OUT IN FUNCIONÁRIO

Introduza o nome de utilizador... *

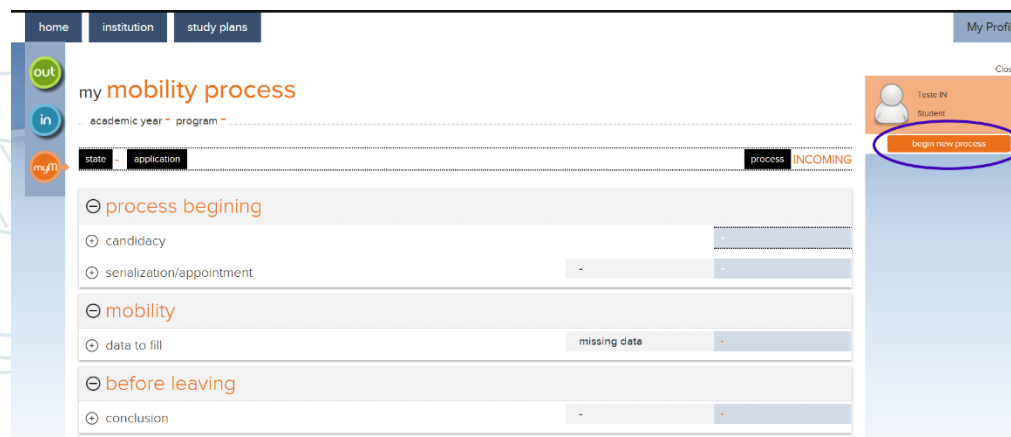
Introduza a palavra-chave... *

Esqueceu a palavra-chave Entrar ▶

✔

I confirm to have read and agreed to the conditions for the treatment of personal data

According to GDPR the data provided will be used exclusively by Egas Moniz, CRL, and official entities of the Portuguese State (Ministério da Ciência, Tecnologia e Ensino Superior e/ou Direção Geral de Estatísticas da Educação e Ciência) or the European Commission that manage and regulate higher education or the Erasmus+ Programme. The student has the right to refer to personal data stored in the academic management database and request amendments when necessary. Once the connection with the institution ends, the student may request the elimination of personal data using the specific form available at the Academic Services. The student may oppose the treatment or portability of personal data, according to the legal and regulatory limits established for that purpose. The rights mentioned above may be exercised, in writing, using the following contacts: by letter addressed to Egas Moniz - Privacidade, based at Campus Universitário, Quinta da Granja, 2829-511 Capanca, Portugal; by e-mail to the address secretaria@egasmoniz.edu.pt. In case of the student not agreeing with the answer provided by Egas Moniz, CRL, a complaint may be filed with the Portuguese Data Protection Authority (Comissão Nacional de Proteção de Dados). Personal data collected will be stored for the duration of the student's mobility period and the three following years, without prejudice to the retention periods legally established. [Show less](#)



STEP 2 – Application

Complete all **mandatory fields** in the sections:

1. Application Data

1. Select the correct **Program + Period of Stay + Duration**

2. Personal Data

1. Select the correct Degree
2. Fill in your data correctly (the details you insert will be associated with your profile and all official documents issued by Egas Moniz)
3. Inserting your national Tax/Fiscal number is mandatory
4. Passport-type photo with clear background (other photos will not be accepted)

The screenshot shows the 'incoming application form' interface. At the top right, there are links for 'Previous (My Mobility Student Home)' and 'Help'. Below the title, there are navigation tabs: '[76] Teste', 'program', 'Erasmus+ Estágios / Traineeship', 'application state', and 'Em registo'. The form is divided into two main sections: 'application data' and 'personal data'. The 'application data' section includes dropdown menus for 'receiving institution*' (Egas Moniz Cooperativa de Ensino Superior), 'program*' (Erasmus+ Estágios / Traineeship), 'period of study*' (1ª fase / 1st call - 2022-23), and 'period*' (1º Semestre / Autumn). The 'personal data' section includes dropdown menus for 'course*' (Curso Técnico Superior Profissional em Gerontologia), 'identification type*' (Identification card - Foreign students), 'nationality*' (Italy), and 'country*' (Italy). It also has text input fields for 'name*', 'place of birth*', 'home address*', 'zip code*', 'email*', and 'alternative email'. There are radio buttons for 'gender*' (male, female) and a dropdown for 'civil status*' (Solteiro). A date picker is used for 'date of birth*'. There are also input fields for 'id number*', 'tax number', 'document identification number - Control number', 'phone number', and 'mobile phone'. A file upload button 'Escolher ficheiro' is used for 'photo*', with 'avatar face.jpg' selected. A note states: 'You have to fill at least one of the numbers: phone or mobile phone'. A vertical sidebar on the left contains icons for 'out', 'in', and 'mym'.

STEP 2 - Application

Complete all mandatory fields in the sections:

3. Sending Institution

For questions about the names/contacts of your University's coordinators, please contact the IRO of your university

4. Previous and Current Studies Data

5. Linguistic Preparation

- Portuguese Language level is mandatory

6. Gathering of Intentions

- Presentation/Motivation Letter in English or Portuguese

gathering of intentions data

which are your goals for performing mobility?*

B I U x₂ x² S x₂ x² I_x Normal

- objectives of the mobility
- indicate areas of work/research

body p Paragraphs: 2, Words: 10, Characters (with HTML) 844000

upload of documentation

1 - Identification Document / Documento de Identificação *

Upload document 1 (en) Escolher ficheiro Nenhum ficheiro selecionado avatar_face.jpg .JPG

out
in
myM

sending institution

country* «Search or select»

Institution* «Search or select»

institutional coordinator

name*

email*

phone number mobile phone

academic coordinator

name*

email*

phone number mobile phone

previous and current studies data

field of study* «Search or select»

degree for which you are currently studying* OTHER

study degree*

number completed semesters*

secondary school country* «Search or select»

STEP 3 - Application

7. "Upload of Documentation" (Mandatory)

- ID Document (valid)
 - Proof of Insurance (personal accidents + civil liability)
 - European Health Card is not accepted, as it does not provide the required coverage
 - Learning Agreement (optional)
 - OLS Language Certificate - Portuguese
 - Transcript of Records from your University
8. Click "**Save and fill Learning Agreement**" to proceed with the application
- Completing the Learning Agreement on MobilidadeNet – this step is mandatory in order to allow the analysis of the LA proposal by Mobility Coordinator and the registration

1 - Identification Document (ID) / Documento de Identificação *

Upload document 1 (en)

Escolher ficheiro

Nenhum ficheiro selecionado

2 - Proof of Insurance (personal accidents & civil liability) / Com Civil *

INSURANCE IS COMPULSORY. If you are not covered by your university's insurance during

Upload document 2 (en)

Escolher ficheiro

Nenhum ficheiro selecionado

3 - Learning Agreement for Studies / Contrato de Estudos (before Courses / Modules accessible on <https://www.relintegasmoniz.pt/index.php/students/incom>)

Upload document 3 (en)

Escolher ficheiro

Nenhum ficheiro selecionado

4 - Language Certificate (OLS) / Certificado de Competências L Guia para obter o Certificado / OLS Guide: <https://bit.ly/3VvaKX1>

Upload document 4 (pt)

Escolher ficheiro

Nenhum ficheiro selecionado

5 - Previous Transcript of Records / Histórico Curricular *

Upload document 5 (en)

Escolher ficheiro

Nenhum ficheiro selecionado

linguistic preparation

language	comprehension	speaking	writing	learning the language?	sufficient knowledge to follow the classes?	want extra preparation
Portuguese	A2	A2	A2	yes	no	yes
English	B2	B2	B1	yes	yes	no

Reset grid configuration

native language

what is your native language?*

italian

save and fill work plan

save

back

STEP 4 – Learning Agreement (LA)

- 1 After you save you must **fill in the Learning Agreement (LA) proposal** on the specific section of the MobilidadeNet portal. Just click on **“EDIT”**.

This step is mandatory (even if you have a PDF document to be signed)

my **mobility process**

academic year **2024-25** program **Erasmus+ Estágios / Traineeship - 2ª fase/ Second Call**

state **Candidatura em Preenchimento** application **771** process **INCOMING**

⊖ process beginning		
⊖ candidacy	Em registo	edit
download registration proof	-	
⊕ serialization/appointment	-	
work plan		create
⊕ learning agreement	Em Registo	edit
⊕ mobility		
⊕ before leaving		

2. After you click you will be sent to this page

Partner Notifications version v1 - Em Registo / 2023-04-19

Source discipline					Destination discipline (SIGES)		
Code	Discipline description	ECTS	Mapping	Period	Code	Discipline description	ECTS
		ECTS: 0					ECTS: 0

No data found.
There is no data at the moment, according to the requested criteria.

Discipline without academic mapping

[print](#) [import discipline](#) [propose](#) [refuse](#) [save](#) [exit](#)

Left column

- Insert the modules from your home University:
 - Module name
 - Code
 - ECTS

Right column

- Select the modules you want to take at Egas Moniz:
 - Make sure to select only modules from the semester(s) of your mobility
 - Save the changes and when you have all the modules click on **“Propose”**
 - After you “Propose” your LA the editable mode will be blocked while it is analysed by the coordinator

STEP 4 - Submit your Application

1. Make sure to submit application before the deadline

Applications completed or submitted after the deadline will not be considered

2. Download the Application Proof and keep it for your record.
3. To consult or insert the documents in the process, access the "**Document Repository**" (in the right side bar)
4. You will soon be contacted by your Mobility Coordinator.

my **mobility process**
 ... academic year 2022-23 program Erasmus+ Estágios / Traineeship - 1ª fase / 1st call...

state Candidatura em Validação application 34 process INCOMING

process beginning		
candidacy	Válida	view
download registration proof	-	download
view documents	[5] document(s)	view
serialization/appointment	-	-
work plan	Em Validação	view

mobility



application data
 Registration [redacted] Date [redacted]

student data
 receiving Egas Moniz Cooperativa de Ensino Superior
 program Erasmus+ Estágios / Traineeship
 period of study 1ª fase / 1st call period Semestre / [redacted]
 name [redacted] gender [redacted]
 civil status [redacted] date of birth [redacted]
 identification Identification card - Foreign tax number [redacted]
 id number [redacted] nationality [redacted]
 place of birth [redacted]
 home address [redacted]
 zip code [redacted]
 phone number [redacted] email [redacted]

sending institution
 country [redacted]
 name [redacted]

institutional coordinator
 name [redacted]
 phone number [redacted] mobile phone [redacted]
 email [redacted]

academic coordinator
 name [redacted]
 phone number [redacted] mobile phone [redacted]
 email [redacted]

previous and current studies data
 field of study [redacted]
 degree for which you are [redacted]
 number completed [redacted]

linguistic preparation
 what is your native language? [redacted]

language	comprehension	speaking	writing	are you learning the	sufficient knowledge to follow the classes?	want extra preparation
Portuguese	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
English	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

ISCED CODES

- **Fields of Study** ([ISCED CODES](#)):
 - 0910 Health not further defined (Biomedical Lab Sciences)
 - 0911 Dental Sciences
 - 0913 Nursing
 - 0915 Therapy & Rehabilitation (Physiotherapy & Nutrition)
 - 0916 Pharmacy
 - 0313 Psychology
 - 0512 Biochemistry (Forensic Sciences)
 - 0841 Veterinary

For any questions, contact:

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